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City & Guilds

601/3910/9 Level 2 Diploma in Medical Administration

OVERVIEW

- What does this qualification cover?

This qualification is recognised by AMSPAR (The Association of Medical Secretaries, Practice Managers, Administrators and Receptionists). It will prepare the learner to work within the field of medical administration gaining skills such as Working in the National Health Service and medical principles. These are key when working with patients within the healthcare system.

The following areas that can be covered within this qualification:

- Medical Terminology
- Administration skills in a medical environment
- Work experience in the medical environment

All learners will cover the mandatory core units and then a choice of optional units from production of medical documents from recorded speech to presentation software.

This is a Framework qualification. These qualifications are mapped to the NHS Knowledge and Skills Framework.

Who could take this qualification?

For learners who have some knowledge and basic skills, who are employed or looking to be employed in a administration or receptionist role for effective administrative support within any health care setting.

This qualification is suitable for anyone from 16 years old or over.



WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification could lead to jobs such as:

- Medical Administrator
- GP Receptionist
- Hospital Administrator
- Hospital Receptionist
- Consultants Secretary
- Dental Receptionist
- Dental Administrator
- Personal Administrator
- General Administrator

The learner could progress onto the following qualifications or the Level 3 Business and Administration apprenticeship:

- Level 3 in Medical Administration
- Level 3 Medical Terminology
- Level 5 in Primary Care Health Management
- Level 3 for Legal Secretaries
- Level 3 in Business and Administration
- Level 4 in Business and Professional Administration

WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by AMSPAR (The Association of Medical Secretaries, Practice Managers, Administrators and Receptionists)